



## REQUIRED DOCUMENTATION FOR ZONING BOARD OF ADJUSTMENT APPLICATION

- ☐ **ZONING BOARD OF ADJUSTMENT APPLICATION** - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. The application must be notarized with the property owner's signature. Submittal of an application does not constitute acceptance for processing until the Planning Department reviews the application for accuracy and completeness.
- ☐ **ZONING MAP SHEET** - Property proposed for rezoning must be accurately outlined in red ink. Zoning map sheets may be obtained at the Planning Department, 2nd Floor, City Hall Building.
- ☐ **GENERALIZED PLOT PLANS** - Three (3) copies of a generalized plot plan, including one (1) 8½" x 11" copy, are required with the following information:
- a. Legal description and street address for the property;
  - b. Location and arrangement of structures, including proposed additions or expansions;
  - c. Location of streets with ingress and egress, including curb cuts and driveways;
  - d. Size and use of structures, including number of dwelling units;
  - e. Lots lines with dimensions of the areas;
  - f. Required yards and setbacks;
  - g. Screening walls or fences, where required;
  - h. Pedestrian ways and sidewalks;
- ☐ **CERTIFIED CITY TAX CERTIFICATE** - One (1) copy is required for the property described in the application. Certified city tax certificates may be obtained at the City Tax Office, 1st Floor, City Hall Building.
- ☐ **CASHIER'S VALIDATION** - Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier, 5th Floor, City Hall Building. After validation of the payment, the application form shall be returned to the Planning, Research & Development Department. Fees are nonrefundable.

**APPLICATION FEE:**

SPECIAL EXCEPTION - Residential:	\$ 102.60
SPECIAL EXCEPTION - Commercial:	\$ 451.50
VARIANCE - Residential:	\$ 102.60
VARIANCE - Commercial:	\$ 451.50

THE ZONING BOARD OF ADJUSTMENT REQUIRES THAT THE PROPERTY OWNER OR REPRESENTATIVE BE PRESENT AT THE SCHEDULED PUBLIC HEARING FOR THIS APPLICATION. UNLESS OTHERWISE SPECIFIED, THE ZONING BOARD OF ADJUSTMENT MEETS AT 1:30 PM IN THE CITY COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL BUILDING